



Emergency Procedures Checklist For Schools

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A copy of this guide should be placed in every classroom, gym, cafeteria, office, and other prominent locations. Since the information provided here is general, each school or school district should tailor procedures to meet its own specific needs. Schools may use this guide as a basis for developing a comprehensive emergency management plan. For best response, present the guide during staff training and review your procedures at the beginning of each school year.

This guide is intended to serve as a reference for educators, administrators, students, and staff and does not replace common sense, sound judgement and prudent actions in response to emergency situations.

How to Use This Guide

- ✓ ***Notify 911, if necessary, and the principal. The principal notifies the superintendent.***
- ✓ ***Notify First Aid / CPR-certified persons in the school building of medical emergencies, if necessary. Include these persons in Crisis Team listings.***
- ✓ ***Seal off high-risk area(s).***
- ✓ ***Take charge of area(s) until the incident is contained, or relieved by: _____.***
- ✓ ***Assemble Crisis Team.***
- ✓ ***Preserve evidence. Keep detailed notes of incident.***
- ✓ ***Refer media to your official spokesperson _____ at # _____.***

Response to Any Emergency

Tune to your local radio station for information regarding a potential or impending emergency. All Utah radio stations participate in the Emergency Alert System (EAS). KSL-AM 1160 and KALL-AM 910 respectively serve as primary and secondary EAS stations in Utah.

Emergency Alert System

- ✓ *First ensure the safety of students and staff.*
- ✓ *Call 911 if necessary.*
- ✓ *Notify first aid/CPR-certified persons in school building of medical emergencies (see Crisis Team Members).*
- ✓ *Notify principal; principal assembles Crisis Team Members.*
- ✓ *Seal off area where assault took place.*
- ✓ *De-escalate and defuse situation, if possible.*
- ✓ *Principal notifies police if a weapon was used in the assault, if victim has physical injury causing substantial pain or impairment of physical condition, or if assault involved sexual contact.*
- ✓ *Principal notifies superintendent and parents of students involved in the assault.*
- ✓ *Document all actions. Ask victim(s) and witness(es) for their account of the incident.*
- ✓ *Assess counseling needs of victim(s) and/or witness(es). Implement post-crisis procedures.*

Assault / Fights

Principal or Designee:

- | | |
|---|--|
| ✓ Verify Information. | ✓ Convene Crisis Team and implement crisis response procedures. |
| ✓ Call 911, if necessary. | |
| ✓ Seal off high-risk area(s). | |
| ✓ Notify superintendent. | ✓ Evacuate students and staff, if necessary. |
| ✓ Notify students and staff. Note: depending on the emergency, students may be notified by teachers. | ✓ Refer media to official spokesperson(s). |
| ✓ Keep detailed notes of event. | ✓ Notify community agencies, if necessary. |
| | ✓ Implement post-crisis procedures |

Teachers:

- | | |
|--|--|
| ✓ Verify information. | ✓ Stay with students during an evacuation. Take class roster. |
| ✓ Lock classroom doors unless evacuation orders are issued. | ✓ Refer media to official spokesperson(s). |
| ✓ Warn students if advised. | |
| ✓ Account for all students. | ✓ Keep detailed notes of event. |

Staff Responsibilities

- ✓ *Notify police if necessary.*
- ✓ *First ensure the safety of students and staff members.*
- ✓ *Contain area of unrest; seal off as appropriate.*
- ✓ *Move students involved in disturbance to an isolated area.*
- ✓ *Notify principal; principal notifies superintendent.*
- ✓ *Advise staff; principal may issue lock-down (see Lock-Down Procedures).*
- ✓ *Terminate bells operation.*
- ✓ *Meet with student representatives to address issues, as appropriate.*
- ✓ *Document incidents with tape recorder or take detailed notes.*

Teachers:

- ✓ *Keep students calm.*
- ✓ *Lock classroom doors.*
- ✓ *Do not allow students outside of classroom until you receive an “all clear” signal from the principal.*
- ✓ *Make a list of any students absent from the classroom.*
- ✓ *Document all incidents.*

Student Unrest

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building(s).

- ✓ ***Principal will issue lock-down notification / procedures by announcing a warning over the p.a. system, sending a messenger to each classroom, or by sounding bells.***
- ✓ ***P.A. announcement may be a code word or basic alert (see Warning and Notification for coded warnings).***
- ✓ ***Direct all students, staff and visitors into classrooms.***
- ✓ ***Lock classroom doors.***
- ✓ ***Cover windows of classrooms.***
- ✓ ***Move all persons away from windows or doors.***
- ✓ ***Allow no one outside of classrooms until an all-clear signal is given by the principal.***

Lock-Down Procedures

In the event that a fire, smoke from a fire, or a gas odor has been detected...

- ✓ ***Pull the fire alarm.***
- ✓ ***Evacuate students and staff to a safe distance outside of the building.***
- ✓ ***Follow the normal fire drill routine. If normal route(s) are too dangerous, follow and alternate route.***
- ✓ ***Teachers should take a class roster and account for all students. Roll must be taken after evacuation.***
- ✓ ***Principal calls 911, notifies authorities and superintendent. Principal and/or superintendent must report incident to fire marshal.***
- ✓ ***After consulting with superintendent, principal may move students and staff to primary relocation center _____ if building is damaged or weather is inclement.***
- ✓ ***No one should re-enter the building(s) until declared safe by fire service personnel.***
- ✓ ***Principal notifies students and staff of termination of emergency and resumption of normal operations.***

Fire

Severe wind, snow, rain, hail, thunder storms and flash floods are not uncommon in Utah. Tornadoes, while not common, do occur as well. Procedures for dealing with these threats are similar.

- ✓ ***Be alert for weather warnings. Monitor Emergency Alert Stations (See EAS section) or NOAA Weather Stations (National Weather Service, Weather Channel).***
- ✓ ***Bring all students and staff inside building(s). Move to safe areas. Review “duck and cover” procedures if tornadoes threaten.***
- ✓ ***Close windows and blinds; avoid outside walls.***
- ✓ ***Take class rosters; account for all students.***
- ✓ ***Be ready to move quickly if flooding threatens.***
- ✓ ***Remain in safe areas until warning(s) expire or emergency personnel have issued “all-clear” advisories.***

Severe Storm

During an Earthquake:

- ✓ ***Stay calm. First and foremost, having an emergency plan will help you and your students remain calm.***
- ✓ ***Stay put. If you are indoors, stay there. If outdoors, stay there.***
- ✓ ***Take cover. If indoors, take cover under a desk, table or bench, stand in a supported doorway, or alongside an inside wall or corner. Avoid windows, bookcases, hanging fixtures, or outside walls until the shaking stops.***
- ✓ ***If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in “duck and cover” positions.***
- ✓ ***Don’t be surprised if the electricity goes out, or if fire alarms and sprinklers go on.***

After an Earthquake:

- ✓ ***Keep students safe and relaxed. Carefully evaluate the situation.***
- ✓ ***Use caution when moving students and staff to safe area(s).***
- ✓ ***Make sure everyone is alright. Take class rosters and account for all students.***
- ✓ ***Don’t move the seriously injured unless they are still in danger. Administer first aid if necessary.***
- ✓ ***Wear sturdy shoes in areas near fallen obstacles and broken glass.***
- ✓ ***Check natural gas, water and electrical lines for damage.***
- ✓ ***Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is no natural gas leaking.***
- ✓ ***Do not touch electrical power lines or broken electrical equipment.***
- ✓ ***Be prepared for aftershocks.***

Earthquake

Incident in School

- ✓ **Call 911.**
- ✓ **Notify principal.**
- ✓ **Principal notifies superintendent.**
- ✓ **Seal off area of leak/spill.**
- ✓ **Take charge of area until fire or hazmat personnel contain incident.**
- ✓ **Fire officer in charge will recommend sheltering or evacuation actions.**
- ✓ **Follow plans and procedures for sheltering or evacuation.**
- ✓ **Notify parents if students are evacuated.**
- ✓ **Resume normal operations after consulting with fire or hazmat officials.**

Incident near School Property

- ✓ **Fire, police or hazmat personnel will notify superintendent.**
- ✓ **Superintendent will notify principal.**
- ✓ **Fire officer in charge of scene will recommend sheltering or evacuation actions.**
- ✓ **Follow plans and procedures for sheltering or evacuation.**
- ✓ **Notify parents if students are evacuated.**
- ✓ **Resume normal operations after consulting with fire or hazmat officials.**

Hazardous Materials / Chemical Spill

Schools within pre-identified areas of Tooele County and Utah County may be at risk, however unlikely, of a release of chemical warfare agents from obsolete, unitary chemical weapons being destroyed at Deseret Chemical Depot in rural Tooele County. Salt Lake County, as a “host” area for potential evacuees from these communities, also has a vested interest in this threat.

The Chemical Stockpile Emergency Preparedness Program (CSEPP) has been developed in Utah to prepare the affected jurisdictions to respond effectively if a chemical release occurs. School superintendents, principals, teachers and students are urged to work closely with their local emergency management departments to understand the unique threat posed by these chemical weapons, the extensive plans and procedures that have been undertaken to deal with the threat, and the specialized alert and warning system that has been developed to notify local residents of a chemical release and inform them of the appropriate protective actions recommended by local officials.

- ✓ Tooele County Emergency Management (435) 843-3260**
- ✓ Utah County Emergency Management (435) 343-4132**
- ✓ Salt Lake County Emergency Management (801) 535-5969**

Chemical Weapons Stockpile

Sheltering provides refuge for students, staff, and the public within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency.

- ✓ ***Identify safe area(s) in each school building.***
- ✓ ***Principal warns students and staff to assemble in safe areas. Bring all persons inside school building(s).***
- ✓ ***Teachers take class roster. Teachers should account for all students after arriving in a safe area.***
- ✓ ***Close all exterior doors and windows.***
- ✓ ***Turn off any ventilation leading outdoors.***
- ✓ ***Cover up food not in containers, or put it away in a refrigerator.***
- ✓ ***If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.***
- ✓ ***All persons must remain in safe areas until notified by the principal or emergency responders.***

Sheltering Procedures

Staff or student who is aware of a weapon brought to school:

- ✓ ***Immediately notify principal or teacher.***
- ✓ ***Tell principal or teacher name of individual suspected of bringing weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.***
- ✓ ***If teacher suspects that the weapon is in the classroom, a neighboring teacher should be confidentially notified. The teacher should not leave the classroom.***

Principal:

- ✓ ***Call police if a weapon is suspected to be in school, as viewed by a reasonable person.***
- ✓ ***Ask another administrator or School Resource Officer (SRO) to join you in questioning the suspected student or staff member.***
- ✓ ***Accompany to suspect to a private office to wait for the police.***
- ✓ ***Conduct search with police or SRO.***
- ✓ ***Inform suspect of his/her rights and why you are conducting the search.***
- ✓ ***Keep detailed notes of all events and why the search was conducted.***
- ✓ ***If the suspect is a student, notify parent(s) or guardian(s). Explain why the search was conducted and the results of the search.***
- ✓ ***If the suspect threatens you with a weapon, do not attempt to disarm him/her. Back away with your arms up. Try to remain calm.***

Weapons

Suicide attempt in school:

- ✓ **Verify information; call 911.**
- ✓ **Notify school psychologist, counselor, principal and mental health officials.**
- ✓ **Principal advises superintendent, parent(s) or guardian(s) if a student is suicidal. Principal may schedule meeting with parents and school psychologist / counselor to determine course of action.**
- ✓ **Try to calm suicidal person.**
- ✓ **Try to isolate suicidal person from other students and staff.**
- ✓ **Ask suicidal person to sign a “No Suicide Contract.”**
- ✓ **Stay with suicidal person until professional help arrives. Do not leave a suicidal person alone.**
- ✓ **Determine method to notify staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.**
- ✓ **Activate school Crisis Team to implement post-crisis intervention (see next column). Determine level of intervention.**

Suicide death / serious injury:

- ✓ **Verify information; call 911.**
- ✓ **Activate school Crisis Team.**
- ✓ **Principal notifies superintendent.**
- ✓ **Notify staff before next school day following suicide or attempted suicide.**
- ✓ **Implement post-crisis intervention.**
- ✓ **Determine method of notifying students and parents. Do not mention “suicide” or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of affected family.**

Post-crisis intervention:

- ✓ **Meet with school counseling staff and mental health officials to determine level of intervention for staff and students.**
- ✓ **Designate rooms as private counseling areas.**
- ✓ **Escort siblings, friends, and other highly stressed students to counselors**
- ✓ **Resume normal routines A.S.A.P.**
- ✓ **Assess stress level of staff; recommend counseling as required.**
- ✓ **Refer media to official spokesperson at #_____.**
- Do not let media interview students.**
- ✓ **Follow up with students and staff who receive counseling.**

Suicide Attempt

On receiving a message that a bomb has been planted in school:

- ✓ ***Use bomb threat checklist.***
- ✓ ***Ask where bomb is located, when bomb will go off, what materials are in the bomb, who is calling and why is caller doing this?***
- ✓ ***Listen closely to caller's voice, speech patterns, and for background noises.***
- ✓ ***After hanging up, immediately dial *57 to trace call.***
- ✓ ***Notify principal or designee.***
- ✓ ***Principal orders evacuation of all persons inside school building(s).***
- ✓ ***Principal notifies 911 (police) and superintendent.***
- ✓ ***Principal and superintendent must report incident to fire marshal.***

Evacuation Procedures:

- ✓ ***Principal alerts staff and students. Do not mention term "Bomb Threat."***
- ✓ ***Use standard fire drill procedures to evacuate school building(s).***
- ✓ ***Direct students to take their belongings.***
- ✓ ***Students and staff must be evacuate to a safe distance away from the school.***
- ✓ ***After consulting with the superintendent, the principal may move students to a primary relocation center, _____, if weather is inclement or the building is damaged.***
- ✓ ***Teachers should take roll of students following evacuation.***
- ✓ ***No one should re-enter school building(s) until declared to be safe by fire or police personnel.***
- ✓ ***Principal notifies staff and students when emergency is terminated. Resume normal operations.***

Bomb Threat

Intruder - “An unauthorized person who enters school property.”

- ✓ ***Notify principal.***
- ✓ ***Ask another staff member to accompany you before approaching intruder.***
- ✓ ***Politely greet intruder and identify yourself.***
- ✓ ***Ask intruder the purpose of his/her visit.***
- ✓ ***Inform intruder that all visitors must register at the main office.***
- ✓ ***If purpose is not legitimate, ask intruder to leave.***
- ✓ ***Accompany intruder to exit.***

If intruder refuses to leave:

- ✓ ***Warn of consequences for staying on school property. Inform intruder that police will be called.***
- ✓ ***Notify security or police and principal if intruder refuses to leave. Provide full description of intruder.***
- ✓ ***Walk away from intruder if he/she indicates potential for violence (be aware of actions, location, weapons or packages, etc.).***
- ✓ ***Principal notifies superintendent and may issue lock-down procedures.***

Hostage Situation:

- ✓ ***If hostage taker is unaware of your presence, do not intervene.***
- ✓ ***Call 911 immediately. Provide details of situation, ask for assistance.***
- ✓ ***Seal off area near hostage scene.***
- ✓ ***Notify principal; principal notifies superintendent.***
- ✓ ***Give control of scene to police and hostage negotiation team.***
- ✓ ***Keep detailed notes of events and actions.***

If taken hostage:

- ✓ ***Follow instructions of hostage taker.***
- ✓ ***Try to keep calm. Calm students if they are present.***
- ✓ ***Treat the hostage taker as normally as possible.***
- ✓ ***Be respectful to hostage taker.***
- ✓ ***Ask permission to speak; do not argue or make suggestions.***

Intruder / Hostage

Evacuation:

- ✓ **Call 911 if necessary.**
- ✓ **Principal determines evacuation procedures after consulting with superintendent or designee:_____.**
- ✓ **Principal determines if students and staff should be evacuated outside of school building(s), or to relocation centers. Crisis Team member_____ coordinates transportation if students are evacuated to relocation center. Transportation coordinator_____ is to be contacted by the Crisis Team member and informed that an evacuation is taking place.**
- ✓ **Principal notifies relocation center.**
- ✓ **Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow an alternate route.**
- ✓ **Close all windows, turn off lights, electrical equipment, gas, water faucets, air conditioning, heating and ventilation, if possible.**
- ✓ **Place evacuation sign in window (e.g., 8 1/2 x 11 paper with words “Room # _____ Evacuated” in large, legible letters).**

Teachers:

- ✓ **Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.**
- ✓ **Take class roster.**
- ✓ **Close classroom doors and turn out lights.**
- ✓ **When outside building, account for all students. Inform principal immediately if students are missing.**
- ✓ **If students are evacuated to a relocation center, stay with your class. Take roll again when you arrive at the relocation center.**

Relocation Centers:

Each school should have a primary relocation center close by, and a secondary relocation center further away in the event of a community-wide emergency.

- ✓ **Primary:_____**
- ✓ **Secondary:_____**

Evacuation / Relocation

School Crisis Team

<u>Position</u>	<u>Name</u>	<u>Work #</u>	<u>Home#</u>	<u>Mobile#</u>	<u>Room#</u>
Principal: _____					
A	s	s	i	s	t
Principal: _____					
Psychologist: _____					
Counselor: _____					
Nurse: _____					
Secretary: _____					
_____:					
_____:					

First Aid/CPR-Certified Persons in School Building(s)

<u>Position</u>	<u>Name</u>	<u>Room #</u>	<u>Phone#</u>	<u>First Aid</u>	<u>CPR</u>
_____:	_____				
_____:	_____				
_____:	_____				
_____:	_____				
_____:	_____				
_____:	_____				
_____:	_____				
_____:	_____				

School District Crisis Committee

<u>Position</u>	<u>Name</u>	<u>Work #</u>	<u>Home#</u>	<u>Mobile#</u>
Coordinator (Supt.): _____				
Alt. Coordinator (Asst. Supt.): _____				
Spokesperson: _____				
Alt. Spokesperson: _____				

Crisis Team Members

✓All staff must refer all media to official spokesperson.

✓School district assumes responsibility for issuing public statements during an emergency.

✓Superintendent serves as official spokesperson unless another individual is designated. Alternate spokespersons should be identified in advance.

Position	Name	Work#	Home#	Pager#	Cell#
Spokesperson:					
Alternate #1:					
Alternate #2:					
Alternate #3:					

During an emergency, adhere to the following procedures:

- ✓ **Principal relays all factual information to the superintendent on a timely basis.**
- ✓ **Superintendent notifies other schools and may ask designated public information personnel to prepare media release(s).**
- ✓ **Establish a media information center away from the school.**
- ✓ **Regularly provide updates to media. Only provide known facts. Do not guess, exaggerate, offer personal opinions, or promote rumors or sensationalism. Never say, “No comment.” Do not argue with the media.**
- ✓ **Maintain a log of all telephone inquiries and conversations. Where possible, use a scripted response to inquiries, e.g., press release.**

Public information:

- ✓ **Develop a variety of pre-scripted media releases before an incident occurs. Adapt statements during a crisis to meet existing needs.**
- ✓ **Emphasize the safety of students and staff.**
- ✓ **Briefly describe school’s plan for responding to emergencies.**
- ✓ **Make certain all information released is factual.**
- ✓ **Respect the privacy of affected persons and their families.**
- ✓ **Do not release names to the media.**

Public Information

- ✓ **Call 911 if necessary. Assess life and safety issues first!**
- ✓ **Inform principal:_____ in room #:_____ or designee:_____ in room #_____.**
- ✓ **Principal/designee notifies superintendent:_____ or district designee:_____. (Phone #'s in Crisis Team section).**
- ✓ **Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate:_____.**
(Warning system, p.a. system, bell, etc.).
- ✓ **Use code words within the warning, if necessary. Codes should be used in situations where immediate notification is required, but the safety of the students and staff may be compromised if everyone in the school building(s) knows of the emergency (i.e., a hostile intruder may panic if the principal announces the individual's presence over the p.a. system). The code words will inform school personnel of the type of emergency and appropriate actions. The code words are:**

<u>Code Words</u>	<u>Emergency</u>	<u>Actions</u>

- ✓ **If immediate action is not required, notify staff members at a meeting before, or after school hours. Teachers will debrief students during class unless an assembly or p.a. announcement is preferred.**
- ✓ **Principal:_____ notifies parent(s) or guardian(s) of affected students, or emergency contact(s) of staff as necessary.**
- ✓ **Superintendent: _____ notifies other schools in the district. The school(s) with siblings of the affected student(s) or children of the affected staff should be called first.**

Warning and Notification

If incident occurs at school:

- ✓ ***Call 911.***
- ✓ ***Notify first aid/CPR-certified persons in school building(s) of medical emergencies (see Crisis Team Members).***
- ✓ ***Isolate affected student(s) / staff member(s), if possible.***
- ✓ ***Notify principal; principal notifies superintendent.***
- ✓ ***Activate school Crisis Team. Designate staff person to accompany ill/injured person(s) to the hospital.***
- ✓ ***Principal notifies parent(s) or guardian(s) of affected student(s), or emergency contact(s) of affected staff member(s).***
- ✓ ***Direct witness(es) to school psychologist/counselor(s). Contact parents if student is sent to psychologist/counselor.***
- ✓ ***Determine method to notify students, staff members and parents.***
- ✓ ***Refer media to official spokesperson _____ at #_____.***

If incident occurs outside of school:

- ✓ ***Activate school Crisis Team.***
- ✓ ***Notify staff members before normal operating hours.***
- ✓ ***Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.***
- ✓ ***Refer media to official spokesperson _____ at #_____.***

Post-crisis intervention:

- ✓ ***Meet with counseling staff and other mental health officials to determine level of intervention needed for students and staff.***
- ✓ ***Designate rooms as private counseling areas.***
- ✓ ***Escort affected student's siblings, close friends, and other highly stressed individuals to counselors.***
- ✓ ***Assess stress level of staff; recommend counseling to those overly stressed.***
- ✓ ***Follow up with students and staff receiving counseling.***
- ✓ ***Designate staff person(s) to attend funeral(s), if any.***
- ✓ ***Allow for changes in normal routines or test schedules to address injury or death.***

Serious Injury / Death

**Emergency Fire, Police, Sheriff, Utah Highway Patrol, EMS,
Ambulance, Rescue: Call 911.**

Non-Emergency:

Fire: _____
Sheriff: _____
Police: _____
Highway Patrol: _____
EMS: _____

School District Crisis Line:

Children’s Shelter:

Youth Services:

Child Abuse (statewide):
1 800 678-9399 (24 hrs.)
Child Abuse (local)

Children’s Justice Center (SLC):
355-0781

Runaway Hotline (local):

National Runaway Hotline:
1 800 231-6946

Domestic Violence Information:
1 800 897-5465
Salt Lake County: 264-7669
All other counties: 1 800 371-7897

Networking Agencies for Violent Youth
“NAVY” (SLC): 468-2009

Rape Recovery Center (SLC): 467-7273

Pregnancy:

Utah Poison Control Center:
In Salt Lake City: 581-2151
Toll-free: 1 800 456-7707

Suicide Prevention (local):

Substance Abuse:

Health Care:

Mental Health:

American Red Cross (local):

Emergency Management (local)

Emergency Management (county)

**Utah Division of Comprehensive
Emergency Management (24 hrs)**
1 800 SL FAULT
1 800 753-2858
801 538-3400